



DATE: December 6, 2013

TO: Business Psychology Associates SUD Provider Network

FROM: Business Psychology Associates (BPA) Provider Network Management

RE: Provider Guide for Provisional Vouchers.

**As a reminder providers are going to need to start entering provisional vouchers on December 8<sup>th</sup>. As previously promised in our notification here is your guide to enter provisional vouchers .**

#### **Referring recovery support services outside your agency**

If you need to refer Recovery Support Services outside your own agency, please follow these guidelines:

1. An updated ASAM Concurrent Review is **not** required when referring Recovery Support Services to an outside agency
2. Create a provisional voucher following the steps outlined on the WITS Website.
3. Be aware of the authorization end date of your current treatment authorization. This will be the Authorization End Date for your provisional voucher request as well. BPA will not be able to approve requests that go past your treatment authorization end date.
4. Calculate the number of days between the requested start date and the Authorization End date to determine the number of units you will want to request.

#### When you are providing Outpatient Services and need to refer Recovery Support Services:

Outpatient services are typically authorized in 90 day increments. In 90 days, the maximum number of 15 minute units authorized is 408 units. ASAM requirement for Outpatient is no more than 8 hours (adult) or 5 hours (adolescent) of treatment per week. Use the below grid to assist you when entering your provisional voucher to request the correct number of units for the number of days in the authorization when you are providing Outpatient treatment:

Referring Service	Unit Type	Units when requesting the maximum 90 days ...	Units when requesting other number of days, calculate <u>units per day</u> ...
<b>Case Management</b>	15 min.	51	0.53 (not to exceed 96 units in 180 days)
<b>Life Skills</b>	15 min.	104	1.16
<b>Adult Safe &amp; Sober Housing</b>	day	90	1
<b>Adolescent Safe &amp;</b>	day	90	1

<b>Sober Housing</b>			
<b>Drug Testing</b>	1 test	26	0.29
<b>Transportation</b>	1 mile or pick up	Units as requested by provider (default 450 units)	Units as requested by provider (default of 5 units per day)
<b>Child Care</b>	15 min.	Units requested meet client need.	Units requested meet client need.
<b>Staffing</b>	15 min.	Units requested meet client need.	Units requested meet client need.

When you are providing Intensive Outpatient and need to refer Recovery Support Services:

*Intensive Outpatient is typically authorized in 60 day increments. In 60 days, the maximum number of 15 minute units authorized is 648 units. ASAM requirement for Intensive Outpatient is a minimum of 9 hours (adults) or 6 hours (adolescents) treatment per week.*

Use the below grid to assist you when entering your provisional voucher to request the correct number of units for the number of days in the authorization when you are providing Intensive Outpatient treatment:

Referring Service	Unit Type	Units when requesting the maximum 60 days ...	Units when requesting other number of days, calculate units per day ...
<b>Case Management</b>	15 min.	34	0.53 (not to exceed 96 units in 180 days)
<b>Life Skills</b>	15 min.	70	1.16
<b>Adult Safe &amp; Sober Housing</b>	day	90	1
<b>Adolescent Safe &amp; Sober Housing</b>	day	90	1
<b>Drug Testing</b>	1 test	17	0.29
<b>Transportation</b>	1 mile or pick up	Units as requested by provider (default of 300 units)	Units as requested by provider (default of 5 units per day)
<b>Child Care</b>	15 min.	Units requested meet client need.	Units requested meet client need.
<b>Staffing</b>	15 min.	Units requested meet client need.	Units requested meet client need.

### Transferring treatment services outside your agency

If you will be referring your client to another treatment agency the typical authorization span and authorized number of units will differ depending on how close you are to the current authorization end date.

In addition, you will need to authorize the GPRA interviews that will need to be performed by the outside agency.

Two weeks (14 days) or less before the current authorization ends:

1. Create an “Authorization Change Request - Change to Service” and complete an ASAM Concurrent Review following the steps outlined on the WITS Website.
  - a. When your authorization has more than one service, select the current treatment service as the service you are “changing”.
2. An updated ASAM Concurrent Review **is required** when referring treatment services to an outside agency within 14 days of the current authorization end date.
3. In WITS, you will create two provisional vouchers following the steps outlined on the WITS Website.
  - a. Provisional Voucher #1 – Treatment service to the new agency
    - i. If you will be transferring any recovery support service to the new agency use the grids outlined above. Recovery support services can be added to the same provisional voucher as the treatment.
  - b. Provisional Voucher #2 – The “GPRA Interview” service.
4. The transfer date (the date the client will be starting with the new agency) will be used as the Authorization Start Date on your provisional voucher request.

Use the below grid to assist you when entering your provisional voucher to request the correct Authorization End date and the number of units:

Transferring To Service	Unit Type	Number of days from transfer start date ...	Units when requesting typical number of days ...	Units when requesting other number of days, calculate units per day ...
<b>Outpatient</b>	15 min.	90 days	408	4.5
<b>Intensive Outpatient</b>	15 min.	60 days	648	10.8

More than two weeks (15+ days) until the current authorization ends:

1. In WITS and if an ASAM Concurrent Review is required, enter an “Authorization Change Request” with a request type of “Change to Service” and complete an ASAM Concurrent Review following the steps outlined on the WITS Website.
  - a. When your authorization has more than one service, select the current treatment service as the service you are “changing”.
2. ASAM Concurrent Review requirements when there is more than two weeks remaining on the current authorization is as follows:
  - a. An updated ASAM Concurrent Review is **not** required when you are transferring the client to the same treatment level of care currently authorizations (moving from Outpatient to Outpatient)
  - b. An updated ASAM Concurrent Review **is required** when you are requesting a change to the treatment level of care currently authorized (moving from Intensive Outpatient to Outpatient).
3. In WITS, you will enter two provisional vouchers following the steps outlined on the WITS Website.
  - a. Provisional Voucher #1 – Treatment service to the new agency.
    - i. If you will be transferring any recovery support service to the new agency use the grids outlined above. Recovery support services can be added to the same provisional voucher as the treatment.
  - b. Provisional Voucher #2 – The “GPRA Interview” service.
4. The transfer date (the date the client will be starting with the new agency) will be used as the Authorization Start Date on your provisional voucher request.
5. The current authorization end date will be the Authorization End Date on your provisional voucher request.
6. Calculate the number of days between the requested start date and the Authorization End date to determine the number of units you will want to request.

Use the below grid to assist you when entering your provisional voucher to request the correct number of units for the number of days in the authorization:

Transferring to Service	Unit Type	Enter end date of authorization ...	Calculate units per day requesting ...
<b>Outpatient</b>	15 min.	Current treatment authorization end date	4.5
<b>Intensive Outpatient</b>	15 min.	Current treatment authorization end date	10.8

### Transferring GPRA Interview service outside your agency

After you have transferred the treatment service to another agency, the outside agency must also be authorized in order to be reimbursed for GPRA Interviews that they are now responsible to perform.

The number of units to authorize will depend on the number of interviews that are left to perform for the client.

Use the below grid to assist you when entering your provisional voucher for the “GPRA Interview” service to request the correct Authorization End Date and number of units:

Transferring to Service	Unit Type	Enter end date of authorization ...	Has the GPRA Follow-up been completed ...	Units
GPRA Interview	1 interview	9/29/2014	Yes – Client has done GPRA Follow-up	1
			No – Client has <u>not</u> done GPRA Follow-up	2

*\*This assumes that your client has had the GPRA Intake completed at some point in their current case/episode.*

### Transferring treatment services to a different facility within your agency

To transfer an ATR client to another facility under your agency, please complete the following:

1. Create an Authorization Change Request – Note to Authorizer (documenting that the client is going to receive services at another facility and the effective date of this change).
2. BPA will create a new Referral and Authorization to the agency & facility indicated from DHW Contractor to the new facility location.
3. BPA will adjust the prior Authorization so that it will not overlap with the new authorization.